



DEPARTMENT OF THE NAVY
COMMANDER AMPHIBIOUS GROUP THREE
NAVAL STATION BOX 368201
3985 CUMMINGS ROAD, SUITE 4
SAN DIEGO, CALIFORNIA 92136-5289

COMPHIBGRUTHREEINST 1440.1
N01Z

JAN 16 1990

COMPHIBGRU THREE INSTRUCTION 1440.1

Subj: STAFF PROFESSIONAL DEVELOPMENT BOARD (PDB)

Ref: (a) OPNAVINST 1160.4G
(b) CINCPACFLT/CINCLANTFLTINST 1040.1D
(c) Enlisted Transfer Manual
(d) Naval Military Personnel Manual
(e) Retention Team Manual

Encl: (1) Sample PDB Results
(2) Sample ASVAB Worksheet

1. Purpose. To designate policies, procedures, and guidance for the COMPHIBGRU THREE Professional Development Board.
2. Cancellation. COMPHIBGRUTHREEINST 1402.1
3. Revisions. Due to extensive revisions, changes have not been identified. This instruction should be reviewed in its entirety.
4. Discussion. The professional development and career management of Navy personnel are critical to the maintenance of a well rounded and qualified career force. Individual professional development and guidance, while still a leadership issue, can be focused and enhanced through the use of a board of senior, qualified, experienced personnel. The Professional Development Board (PDB) is established to provide this professional guidance to all COMPHIBGRU THREE Sailors. Additionally, the PDB may be used as an intermediate quality control screening device in matters relating to the professional development of career personnel.
5. Responsibilities. All personnel will become familiar with references (a) through (e). Specific guidance and responsibilities are as follows:

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a. Chief of Staff

(1) Review all actions and recommendations of the PDB and approve or disapprove of recommendations contained in the PDB results (see enclosure (1)).

(2) Ensure compliance by all departments in matters requiring action as a result of the approval of PDB proceedings.

b. Command Master Chief

(1) Chairman of the Professional Development Board.

(2) Schedule and ensure the PDB meets as needed, but at least monthly.

(3) Assign board members on a rotating basis.

(4) Ensure the needs of the Navy, COMPHIBGRU THREE, and members are met to the fullest extent possible.

(5) Ensure board recommendations are forwarded to the Chief of Staff within 72 hours of conclusion of the board, using enclosure (1).

c. Command Career Counselor

(1) Provide technical assistance and guidance to board members on program qualifications and requirements.

(2) Assemble all request chits, records and supporting data for board members on personnel appearing before the Professional Development Board.

(3) Ensure command approved recommendations that require BUPERS approval are submitted at the earliest date upon Chief of Staff Authorization.

d. Assistant Chiefs of Staff

(1) Ensure active participation by Leading Master/Senior/Chief Petty Officers and Division Officers at PDBs.

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(2) Review, recommend approval/disapproval and forward PDB requests to the Command Master Chief for scheduling and initial screening.

e. Department Leading Master/Senior/Chief Petty Officers

(1) Participate as a member of the PDB when scheduled.

(2) Act as advisor to PDB when accompanying their subordinates.

(3) Support recommendations and actions taken by the PDB.

f. Division Career Counselor

(1) Provide PDB with information needed on any individual appearing before the PDB.

(2) Accompany each individual to all boards and provide detailed records of all prior career counseling sessions to the board.

6. Professional Development Board Composition

a. Command Master Chief (chairman).

b. Command Career Counselor (advisory capacity only).

c. Department LCPOs (minimum of two).

d. Situational members (i.e., LDO advisor, CMEO advisor, or other special program advisors, as appropriate.)

7. PDB Proceedings. The PDB is charged with providing each individual with the best possible guidance and advice regarding the candidate's future career goals in the Navy. The board will make its recommendations based on the individual's basic qualifications and desires, and their conviction that the individual can succeed and be productive in the selected rating/program. The following procedures are intended as a basic guide for the conduct of the PDB.

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(1) Board members will review each individual's service record and enclosure (2) prior to interviewing each candidate.

(2) After all preparations are completed and the candidate is before the board, the Chairman shall introduce himself/herself and all members of the board and explain to the candidate the purpose of the PDB.

(3) The chairman of the PDB will control the interview and allow each member of the board to ask pertinent questions of the candidate.

(4) Personnel should be interviewed one at a time to determine:

a. Whether the member has a particular desire in relation to a specific rating/special program, what the desire is based on and whether the basis is valid.

b. In the case of a non-designated member with no particular desire or strong feeling toward a specific rating(s) or program(s), the board must establish, through review of all available data, the rating(s) or program(s) that will best suit the member's interests and ability as well as the Navy's needs. The board will also verify each member's eligibility and qualifications based on the requirements for those ratings or programs to which they are being recommended.

c. Those recommendations that require assistance from external commands in the form of TAD for the purpose of giving each member an opportunity or on-the-job-training (OJT) and professional evaluation prior to final PDB recommendation, should be requested and used as required.

d. Each member is to receive an unbiased deliberation in their case.

8. Attendance at PDB. The following personnel will attend the COMPHIBGRU THREE PDB.

a. Non-designated E3 and below personnel who are requesting to strike for ratings. This includes personnel who are TAD to COMPHIBGRU THREE in excess of 30 days.

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- b. All "A" and "C" school requests.
- c. All E-4 personnel requesting waiver of High Year Tenure (HYT).
- d. All E6 personnel not selected for E7 after their third attempt in the Navy Wide Exam, or those E6, who upon taking the test, have failed the Navy Wide Exam.
- e. All personnel requesting reenlistment under the Selective Conversion and Reenlistment (SCORE) program.
- f. Lateral conversion requests.
- g. EOD/SEAL/DIVER/SPEC Warfare requests.
- h. Personnel requesting officer commissioning programs.
- i. All E1-E9 personnel within 6 weeks of reporting.
- j. All E1/E2 personnel not attaining E3 within 18 months of reporting aboard.
- k. All E3 personnel not attaining E4 within 36 months of their Active Duty Service Date (ADSD) or failing the E4 Navy-wide exam.
- l. All E4 personnel not attaining E5 within seven years of their ADSD or failing the E5 Navy-wide exam.
- m. All E5 personnel not attaining E6 within 12 years of their ADSD or failing the E6 Navy-wide exam.
- n. All requests to retake the ASVAB exam.

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9. Qualification to appear before the PDB. There will be no restrictions for appearance at the PDB. All personnel should avail themselves of available daily counseling through their Department Career Counselors, LPOs and LCPOs to assist with their questions concerning qualification and request processes. Personnel desiring to appear before the PDB should submit a request chit through their Chain of Command.

44745
EDWARD P. ANGLIM
Chief of Staff

Distribution:
COMPHIBGRUTHREEINST 5216.1R

Date

MEMORANDUM

From: Command Career Counselor
To: Chairman, Professional Development Board

Subj: PROFESSIONAL DEVELOPMENT BOARD MINUTES

Ref: (a) CINCPACFLTINST 1040.1D
(b) COMPHIBGRUTHREEINST 1440.1

1. On _____ (date), the COMPHIBGRU THREE Professional Development Board met in the Command Master Chief's Office to interview individuals in accordance with references (a) and (b). All interviewees had the basic Professional Development Board guidelines and purpose explained.

2. The following individuals were interviewed for special requests:

- | | |
|----------------|---|
| SA JONES | - Desires apply for CM, IS, or AG. Member qualified and has completed all advancement reqmnts. LCPO states member is in top 10% of personnel. Recommend submit application for CM, AG or IS "A" school. |
| MA1(SW) LONG | - Applying for LDO. Discussed package prep, instruction, NAVADMIN, Officer Interview Board. Mbr will need additional leadership and managerial experience prior to becoming competitive for LDO. Mbr is eligible to apply for LDO. |
| BMCS(SW) WHITE | - Initial interview. Discussed advancement potential to BMCN, commissioning programs, Senior Enlisted Academy and future duty assignments. Member eligible for trf to flt reserve in NOV 2001. Mbr has indicated a desire to apply for recruiting duty. |

Very respectfully,

B. G. GILLIES, NCCM(SW), USN
Encl (1)

Date

FIRST ENDORSEMENT on Chairman Professional Development Board
memo of _____ (date)

From: Chief of Staff

To: Chairman, Professional Development Board

1. Approved/Disapproved. Exceptions noted below.

EDWARD P. ANGLIM

Copy to:
ACOS's
Dept CC
CCC

JAN 18 1968

(date)

MEMORANDUM

From: Chairman, Professional Development Board

To: Chief of Staff, Amphibious Group THREE

Subj: PROFESSIONAL DEVELOPMENT BOARD RESULTS

Ref: (a) COMPHIBGRUTHREEINST 1440.1

Encl: (1) Minutes of Professional Development Board of

(date)

1. In accordance with reference (a), the following individuals appeared before the COMPHIBGRU THREE PDB on _____.
(date).
Professional Development Board minutes are appended as enclosure (1).

<u>NAME</u>	<u>REQUEST/REASON</u>	<u>RECOMMENDATION</u>
SA JONES	"A" SCHOOL	APPLY FOR "A" SCHOOLS
MA1(SW) LONG	APPLY FOR LDO	ACQUIRE FURTHER MANAGERIAL SKILLS AND REAPPLY NEXT YEAR
BMCS(SW) WHITE	INITIAL INTERVIEW	PURSUE ADV REQMENTS.

Very respectfully,

R. K. SPRING
MACM(SW) USN

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ASVAB VERSION 18F WORKSHEET (R010)

COMPHIBGRU THREE

CCC

NAME: JONES, DAVY CREO: USN/R ASVAB VER: 18F AD: GI: SI:
RATE: SA TERM: 1-First Term ASVAB DT: 1993.12.25 AI: GS: 55 SP:
SSN : 000-00-0001 PARS: E5 PROF: E4 AR: 55 MC: 55 VE: 55
PAY : E2 AFQT: 63 MIL REQ: E4 AS: 55 MK: 55 WK: 55
SEX : M ADSD: 1993.06.01 CS: 55 NO: 55
DEPT: ADMIN EI: 55 PC: 55
DIV : N13

RATING	NON-DESIG	E-4 ADV	ASVAB	-----SCORES-----			1ST TERM	
	STRIKER	POTENTIAL	EXPRESSION	MIN.	ACTUAL	DIF.	QUALIFIED	MALE

USN/R CREO 1 UNDERMANNED

1. AO	OPEN	GOOD	AR+MK+EI+GS	190	220	30	QUALIFIED	SHORTAGE
2. AW	A SCOL REQD	GOOD	AR+2*MK+GS	196	220	24	QUALIFIED	SHORTAGE
3. CE	A SCOL REQD	EXCELLENT	AR+2*MK+GS	196	220	24	QUALIFIED	SHORTAGE
4. EM(SS-N)	REQD APPRV	EXCELLENT	AR+2*MK+GS	196	220	24	QUALIFIED	SHORTAGE
5. EM(SW-N)	REQD APPRV	EXCELLENT	AR+2*MK+GS	196	220	24	QUALIFIED	SHORTAGE
6. MS(OTH)	OPEN	GOOD	VE+AR	89	110	21	QUALIFIED	SHORTAGE
7. AS	OPEN	GOOD	AR+2*MK+GS	200	220	20	QUALIFIED	SHORTAGE
8. SM	OPEN	GOOD	VE+MK+CS	147	165	18	QUALIFIED	SHORTAGE
9. GMM	OPEN	EXCELLENT	AR+MK+EI+GS	204	220	16	QUALIFIED	SHORTAGE
10. BU	A SCOL REQD	GOOD	VE+MC+AS	150	165	15	QUALIFIED	SHORTAGE
11. CM	A SCOL REQD	EXCELLENT	VE+MC+AS	150	165	15	QUALIFIED	SHORTAGE
12. EG	A SCOL REQD	FAIR	VE+MC+AS	150	165	15	QUALIFIED	SHORTAGE
13. SW	A SCOL REQD	FAIR	VE+MC+AS	150	165	15	QUALIFIED	SHORTAGE
14. UT	A SCOL REQD	EXCELLENT	VE+MC+AS	150	165	15	QUALIFIED	SHORTAGE
15. BT	OPEN	EXCELLENT	MK+AS	96	110	14	QUALIFIED	SHORTAGE
16. MM(SS-N)	REQD APPRV	EXCELLENT	MK+AS	96	110	14	QUALIFIED	SHORTAGE
17. MM(SW-N)	REQD APPRV	EXCELLENT	MK+AS	96	110	14	QUALIFIED	SHORTAGE
18. AC	A SCOL REQD	EXCELLENT	AR+2*MK+GS	206	220	14	QUALIFIED	SHORTAGE
19. OS	OPEN	EXCELLENT	VE+MK+CS	153	165	12	QUALIFIED	SHORTAGE
20. AZ	OPEN	GOOD	VE+AR	103	110	7	QUALIFIED	SHORTAGE
21. HT	OPEN	EXCELLENT	VE+MC+AS	158	165	7	QUALIFIED	SHORTAGE
22. IS	A SCOL REQD	EXCELLENT	VE+AR	103	110	7	QUALIFIED	SHORTAGE
23. PR	A SCOL REQD	FAIR	VE+MC+AS	158	165	7	QUALIFIED	SHORTAGE
24. AG	A SCOL REQD	EXCELLENT	AR+2*MK+GS	214	220	6	QUALIFIED	SHORTAGE
25. RP	OPEN	GOOD	VE+NO+CS	160	165	5	QUALIFIED	SHORTAGE
26. ET(SS-N)	REQD APPRV	EXCELLENT	MK+EI+GS+AR	218	220	2	QUALIFIED	SHORTAGE
27. ET(SW-N)	REQD APPRV	EXCELLENT	MK+EI+GS+AR	218	220	2	QUALIFIED	SHORTAGE
28. AME	A SCOL REQD	FAIR	AR+MC+AS	164	165	1	QUALIFIED	SHORTAGE
29. AMS	OPEN	FAIR	AR+MC+AS	164	165	1	QUALIFIED	SHORTAGE
30. JO	A SCOL REQD	GOOD	VE+AR	110	110	0	QUALIFIED	SHORTAGE
31. ABE	OPEN	FAIR	AR+MC+AS	165	165	0	QUALIFIED	SHORTAGE
32. ABF	OPEN	FAIR	AR+MC+AS	165	165	0	QUALIFIED	SHORTAGE

USN/R CREO 2 MANNED AT DESIRED LEVELS

33. AD	OPEN	FAIR	AR+MK+EI+GS	190	220	30	QUALIFIED	NORMAL
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NOTE: SHORTAGE- CREO 1 UNDERMANNED

NORMAL - CREO 2 MANNED AT DESIRED LEVELS

OVERAGE - CREO 3 OVERMANNED

N/A - NOT AVAILABLE TO FEMALES

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ASVAB VERSION 18F WORKSHEET (R010)

COMPHIBGRU THREE

CCC

34. TMO(SW)	OPEN	GOOD	AR+2*MK+GS	196	220	24	QUALIFIED	NORMAL
35. TMT(SW)	OPEN	GOOD	AR+2*MK+GS	196	220	24	QUALIFIED	NORMAL
36. MS(SS)	OPEN	FAIR	VE+AR	89	110	21	QUALIFIED	NORMAL
37. RM(SS)	REQD APPRV	FAIR	VE+MK+CS	147	165	18	QUALIFIED	NORMAL
38. GMG	OPEN	EXCELLENT	AR+MK+EI+GS	204	220	16	QUALIFIED	NORMAL
39. HM	A SCOL REQD	FAIR	VE+MK+GS	149	165	16	QUALIFIED	NORMAL
40. OTA	OPEN	GOOD	AR+2*MK+GS	204	220	16	QUALIFIED	NORMAL
41. DT	A SCOL REQD	FAIR	VE+AR	96	110	14	QUALIFIED	NORMAL
42. GSM	OPEN	EXCELLENT	MK+AS	96	110	14	QUALIFIED	NORMAL
43. MM(SS)	OPEN	FAIR	MK+AS	96	110	14	QUALIFIED	NORMAL
44. SH	OPEN	GOOD	VE+AR	96	110	14	QUALIFIED	NORMAL
45. QM(OTH)	OPEN	EXCELLENT	VE+AR	97	110	13	QUALIFIED	NORMAL
46. AK	OPEN	FAIR	VE+AR	103	110	7	QUALIFIED	NORMAL
47. EA	A SCOL REQD	GOOD	VE+AR	103	110	7	QUALIFIED	NORMAL
48. LI	OPEN	FAIR	VE+AR	103	110	7	QUALIFIED	NORMAL
49. HL	OPEN	EXCELLENT	VE+MC+AS	158	165	7	QUALIFIED	NORMAL
50. MN	A SCOL REQD	GOOD	VE+MC+AS	158	165	7	QUALIFIED	NORMAL
51. MR	OPEN	EXCELLENT	AR+MC+AS	158	165	7	QUALIFIED	NORMAL
52. PE	OPEN	GOOD	VE+AR+AD	103	110	7	QUALIFIED	NORMAL
53. PM	OPEN	EXCELLENT	VE+MC+AS	158	165	7	QUALIFIED	NORMAL
54. SK	OPEN	FAIR	VE+AR	103	110	7	QUALIFIED	NORMAL
55. YN(SS)	OPEN	FAIR	VE+NO+CS	160	165	5	QUALIFIED	NORMAL
56. YN(OTH)	OPEN	GOOD	VE+NO+CS	160	165	5	QUALIFIED	NORMAL
57. AT	OPEN	FAIR	MK+EI+GS+AR	218	220	2	QUALIFIED	NORMAL
58. DP	A SCOL REQD	GOOD	VE+AR	108	110	2	QUALIFIED	NORMAL
59. DS	A SCOL REQD	GOOD	MK+EI+GS+AR	218	220	2	QUALIFIED	NORMAL
60. EW	A SCOL REQD	GOOD	MK+EI+GS+AR	218	220	2	QUALIFIED	NORMAL
61. FC	A SCOL REQD	GOOD	MK+EI+GS+AR	218	220	2	QUALIFIED	NORMAL
62. PC	OPEN	FAIR	VE+AR	108	110	2	QUALIFIED	NORMAL
63. PN	OPEN	GOOD	VE+AR	108	110	2	QUALIFIED	NORMAL
64. STG	OPEN	GOOD	MK+EI+GS+AR	218	220	2	QUALIFIED	NORMAL
65. AMH	OPEN	FAIR	AR+MC+AS	164	165	1	QUALIFIED	NORMAL
66. IM	A SCOL REQD	GOOD	VE+MK+GS	165	165	0	QUALIFIED	NORMAL
67. OM	A SCOL REQD	GOOD	VE+MK+GS	165	165	0	QUALIFIED	NORMAL
68. ABH	OPEN	FAIR	AR+MC+AS	165	165	0	QUALIFIED	NORMAL

*** END OF REPORT ***

NOTE: SHORTAGE- CREO 1 UNDERMANNED

NORMAL - CREO 2 MANNED AT DESIRED LEVELS

OVERAGE - CREO 3 OVERMANNED

N/A - NOT AVAILABLE TO FEMALES



- allowances. If more than fifteen are present the overflow will be printed in the remarks block. Any retroactive entitlements and/or allowances will be added to like entitlements and/or allowances.
- Field 11 **DEDUCTIONS.** The description of the deductions are listed in columnar style. This includes items such as taxes, SGLI, Mid-month pay and dependent dental plan. Space is allocated for fifteen deductions. If more than fifteen are present the overflow will be printed in the remarks block. Any retroactive deductions will be added to like deductions.
- Field 12 **ALLOTMENTS.** In columnar style the type of the actual allotments being deducted. This includes discretionary and nondiscretionary allotments for savings and/or checking accounts, insurance, bonds, etc. Space is allocated for fifteen deductions. If a member has more than one of the same type of allotment, the only differentiation may be that of the dollar amount.
- Field 13 **+AMT FWD.** The amount of all unpaid pay and allowances due from a prior LES.
- Field 14 **+ TOT ENT.** The figure from Field 20 that is the total of all entitlements and/or allowances listed.
- Field 15 **- TOT DED.** The figure from Field 21 that is the total of all deductions.
- Field 16 **- TOT ALMT.** The figure from Field 22 that is the total of all allotments.
- Field 17 **= NET AMT.** The dollar value of all unpaid pay and allowances, minus deductions and allotments due on the current LES.
- Field 18 **- CR FWD.** The dollar value of all unpaid pay and allowances due to reflect on the next LES as the +AMT FWD.
- Field 19 **= EOM PAY.** The actual amount of the payment to be paid to the member on payday.
- Fields 20 - 22 **TOTAL.** The total amounts for the entitlements and/or allowances, deductions and allotments respectively.

Fields 23 through 30 contain leave information.

LEAVE	BF BAL	ERND	USED	CR BAL	ETS BAL	LV LOST	LV PAID	USE/LOSE
	23	24	25	26	27	28	29	30

- Field 23 **BF BAL.** The brought forward leave balance.
- Field 24 **ERND.** The amount of leave earned for the period covered by the LES.
- Field 25 **USED.** The amount of leave used during the period covered by the LES.
- Field 26 **CR BAL.** The current leave balance.
- Field 27 **ETS BAL.** The projected leave balance to the member's Expiration Term of Service (ETS).
- Field 28 **LV LOST.** The number of days of leave that has been lost.
- Field 29 **LV PAID.** The number of days of leave paid to date.
- Field 30 **USE/LOSE.** The projected number of days of leave that will be lost if not taken in the current fiscal year on a monthly basis. The number of days of leave in this block will decrease with any leave usage.

Fields 31 through 36 contain Federal Tax withholding information.

Field 49 **BAQ DEPN.** A code that indicates the type of dependent.
 I - Member married to member/own right
 R - Own right
 A - Spouse
 C - Child
 W - Member married to member, child under 21
 G - Grandfathered
 D - Parent
 K - Ward of the court
 L - Parents in Law
 S - Student (age 21-22)
 T - Handicapped child over age 21

Field 50 **VHA ZIP.** The zip code used in the computation of Variable Housing Allowance (VHA) if entitlement exists.

Field 51 **RENT AMT.** The amount of rent paid for housing if applicable.

Field 52 **SHARE.** The number of people with which the member shares housing costs.

Field 53 **STAT.** The VHA status; i.e., accompanied or unaccompanied.

Field 54 **JFTR.** The Joint Federal Travel Regulation (JFTR) code based on the location of the member for Cost of Living Allowance (COLA) purposes.

Field 55 **DEPNs.** The number of dependents the member has for VHA purposes.

Field 56 **2D JFTR.** The JFTR code based on the location of the member's dependents for COLA purposes.

Field 57 **BAS TYPE.** An alpha code that indicates the type of Basic Allowance for Subsistence (BAS) the member is receiving, if applicable. This field will be blank for officers.
 B - Separate Rations
 C - TDY/PCS/Proceed Time
 H - Rations-in-kind not available
 K - Rations under emergency conditions

Field 58 **CHARITY YTD.** The cumulative amount of charitable contributions for the calendar year.

Field 59 **TPC.** This field is not used by the Navy.

Field 60 **PACIDN.** The activity Unit Identification Code (UIC).

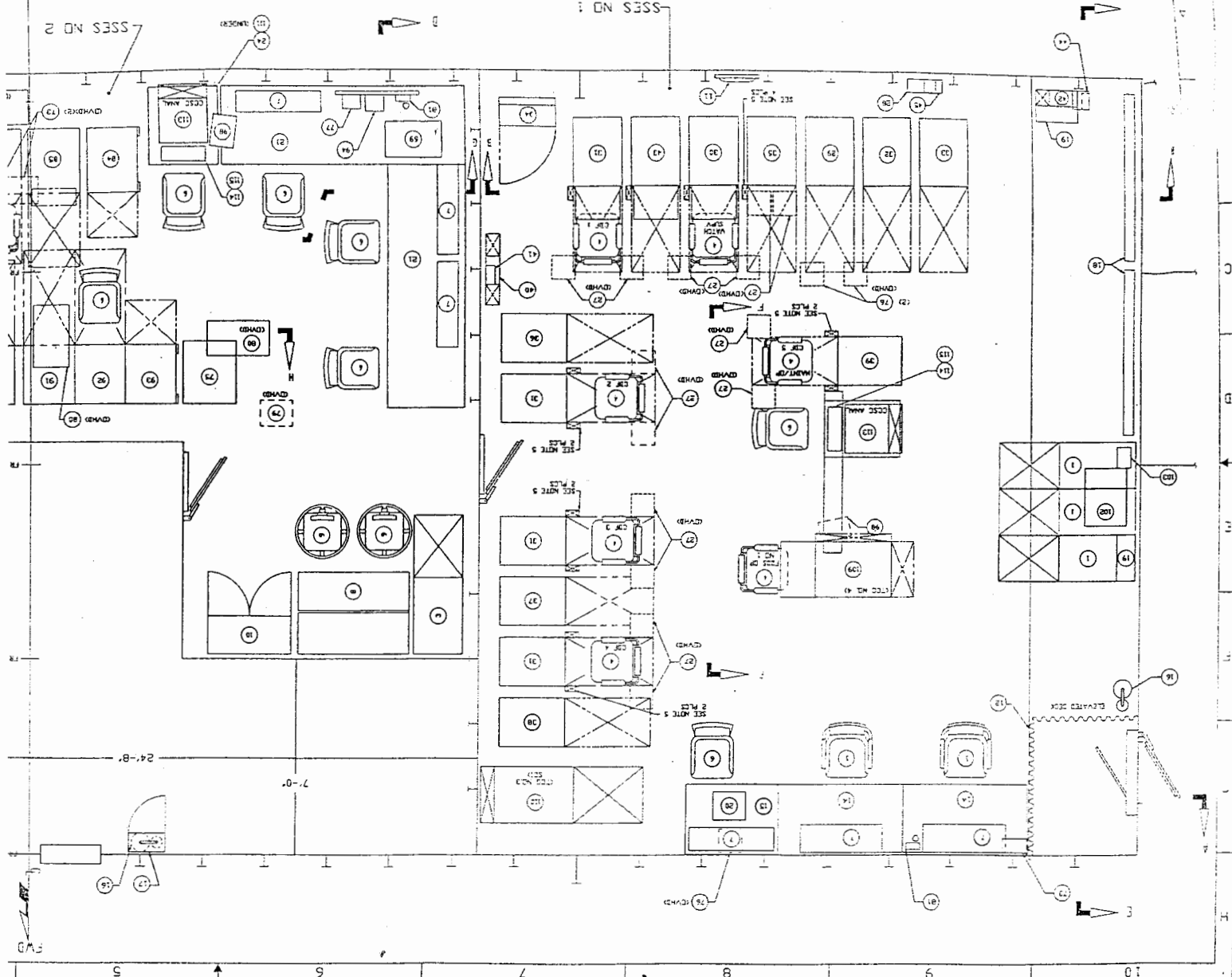
REMARKS	YTD ENTITLE _____	YTD DEDUCT _____
61	62	63

Field 61 **REMARKS.** Notices of starts, stops and changes to a member's pay items as well as general notices from varying levels of command may appear.

Field 62 **YTD ENTITLE.** The cumulative total of all entitlements for the calendar year.

Field 63 **YTD.DEDUCT.** The cumulative total of all deductions for the calendar year.

NOTE: PROJ



PLAN VIEW

SSSES NO 1

SSSES NO 2

SSSES NO 3

SEE NOTE 1

SEE NOTE 2

SEE NOTE 3

SEE NOTE 4

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SEE NOTE 45

Weaver, LCDR Brian

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